



STRANDLINE
resources limited

Emerging Mineral Sands developer – Australia and Tanzania

Senior Contracts Administrator

- **Development of the world-scale Coburn Mineral Sands Project in Western Australia**
- **Site based**
- **Fixed Term**

Strandline Resources Limited is on an exciting trajectory from developer to major mineral sands producer. The Company's strategic plan has it constructing the world-scale Coburn mineral sands project in Western Australia. Strandline also owns and emerging portfolio of mineral sands growth projects in Tanzania.

Strandline is now seeking an enthusiastic and commercially savvy site based **Senior Contracts Administrator** to join our project management team.

To be considered you will need to demonstrate strong experience in managing major contracts relating to the design, construction and commissioning of process plant and/or non-process infrastructure.

Key Personal Attributes include:

- Degree in Engineering, Construction Management, Law, Commerce or equivalent demonstrated industry experience
- Experience in site construction environment within remote mining sector
- 7+ years' experience in contracts administration across packages relating to engineering, procurement, construction and commissioning
- A motivated, self-starter with high attention to detail and pragmatic approach to problem solving
- Commercial and contractual acumen combined with well-developed communications skills
- **Ability to write and respond to letters**
- Strong computer literacy skills with high proficiency in the use of Microsoft Word and Excel

Key responsibilities include:

- As part of Strandline project team, manage the administration of high value procurement and install packages, including redrafting of variations, negotiation of claims and site instructions.
- Ensure contract claims are administered within the required time frame as set out in each contract.
- Maintain appropriate tracking registers, progress monitoring and reporting for managing and reporting claim status, forecasts and compliance against contractual requirements.
- Manage timely responses and correspondence to third party suppliers and contractors, including proactively managing change
- Evaluate commercial and contractual risks involved in the delivery project works and identify and implement controls to minimise risks to an acceptable level
- Undertake general business administration efficiently
- Receive and process contract interim payment claims and final accounts in accordance with relevant legislation and contractual obligations
- Contribute to continuous improvement, enhancing delivery methods and working within a multidiscipline project and operational team environment

An attractive remuneration package will be offered to suitably qualified and experienced individuals for a fixed term. We believe this opportunity to join an emerging mineral sands developer and be instrumental in the successful delivery of a world-scale greenfield project is an exciting opportunity for career development and progression.

The role will commence in the Strandline Perth office and transition to the project site (in Shark Bay, WA) on an as required basis to discharge all duties of the role and deliver the project in accordance with project time, quality, cost and safety objectives.

The role requires a strong commitment to health, safety, environment and community, including indigenous engagement and stakeholder management.

We are an Equal Opportunity Employer and promote equality and diversity. Indigenous Australians and candidates from minority groups are encouraged to apply.

Please note only successful applicants will be contacted **No advertising agencies will be accepted.**

www.strandline.com.au